

**Jefferson County  
Position Description**

<b>Name:</b>		<b>Department:</b>	Parks		
<b>Position Title:</b>	Facility and Grounds Maintenance-OPT	<b>Pay Grade:</b>	Not classified	<b>FLSA:</b>	Non-Exempt
<b>Date:</b>	February 2015	<b>Reports To:</b>	Parks Supervisor or Lead Worker		

**Purpose of Position**

The purpose of this position is to perform building and grounds maintenance and development tasks in the Jefferson County Parks System.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Performs extensive vegetative management throughout the parks system including mowing, chemical and weed spraying, tree and brush trimming, prairie restoration, hazard identification, tree planting, burns, invasive species control, landscape development and construction, grass seeding, mulching, and stump removal.
- Transports and/or operates construction equipment for park projects including pick-up trucks, dump trucks, bobcats, and large trailers.
- Performs daily maintenance rounds throughout the park system including cleaning and replenishing restrooms, picking up garbage and litter, and monitoring the general conditions of park facilities and grounds.
- Performs maintenance and repairs on park equipment and facilities and assists with park development, construction, carpentry and masonry projects.
- Ensures park users are following park rules and regulations.
- Provides direction seasonal help, volunteers, temporary staff, inmates and other workers as assigned by the Parks Supervisor or Lead Worker.
- Maintains dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Performs other duties as assigned or as may develop.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma with previous building/grounds maintenance experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. A valid motor vehicle operator's license is also required.

**Other Requirements**

**Physical:** Ability to lift and carry up to 50 pounds repetitively, as well as ability to walk/stand 6 – 8 hours at a time..

**Work Environment:** May work with chemicals and fumes. May be required to work outdoors in unfavorable conditions.

**Hours of Work:** Must be available for weekends, evenings and holidays as assigned by the Parks Supervisor.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date